

HIGHLIGHT REPORT

December 2019



Project:	Wolston Neighbourhood Development Plan (NDP)		
Author:	Tim Willis	Date:	30 December 2019

Reporting Period:	01.12.19	30.12.19
--------------------------	----------	----------

Project Manager's assessment of the overall current status of the Project:

Status:	<ul style="list-style-type: none"> Impact of Wolston Parish Council vote to support planning application R19/1411 (proposed 48-unit housing development on site LGS1) and 'next steps' to be assessed Analysis of results of 9th November public consultation event to follow Work on development of policies, evidence and explanations continuing Formal presentation of Draft Plan to Wolston Parish Council delayed until early 2020
WORK	

Budget Status:	AMBER	<ul style="list-style-type: none"> £4050 2019/20 Technical Support Grant received (as confirmed by Locality.gov.uk) Budget for 2020/21 financial year: request to Wolston Parish Council (PC) for £2000 for expected costs submitted and approved November/December expenditure tbc
-----------------------	--------------	--

Resource Status:	AMBER	<ul style="list-style-type: none"> CG members continuing to provide interim cover for 3 x WG leads Ongoing requirement for further additional volunteer resources – Character Assessment highlighted as current gap
-------------------------	--------------	---

Stages / Phases completed in this reporting period:	<p>No SG meeting during December as per schedule (next meeting 28th January 2020)</p> <p>Working Group (WG) headlines:</p> <p>a). Support (“backroom”) Groups</p> <p>i). Finance</p> <ul style="list-style-type: none"> WG lead (as CG member) continuing to provide interim cover to 2 x WGs Technical Support Grant of £4050 received (as confirmed by Locality.org.uk) Budget for 2020/21 financial year: request to Wolston Parish Council (PC) for £2000 for expected costs submitted and approved <p>ii). Communication and Engagement</p> <ul style="list-style-type: none"> Analysis of results of 9th November Consultation event to follow Pin Map exercise to show the village community any proposals for (Housing) on hold until further notice Interim cover for WG lead being provided by CG Log of correspondence in place (from May 2019) <p>iii). Co-ordination Group (CG)</p> <ul style="list-style-type: none"> PM triggered Risk 1, Action d), i.e. put NDP 'on hold' (as per page 3 of Highlight Report), following PC vote to support planning application R19/1411 (LGS1) development
--	--

HIGHLIGHT REPORT

December 2019



Project:	Wolston Neighbourhood Development Plan (NDP)		
Author:	Tim Willis	Date:	30 December 2019

	<ul style="list-style-type: none">• CG meeting of 10th December focused on impact of PC decision to support planning application R19/1411 (LGS1) - tbc• CG/PM agreed to continue to progress Plan, i.e. reverse 'on hold' action• CG maintaining support function to SG, e.g. advising on strategic direction and relevant policies in line with APS feedback as appropriate <p>b). Neighbourhood Plan Working Groups</p> <p>i). Economy and Infrastructure</p> <ul style="list-style-type: none">• As per previous HRs - work on development of policies progressing in line with updated Project Timetable• CG to add any additional information and explanations to the draft Plan in due course in line with APS feedback below <p>ii). Housing</p> <ul style="list-style-type: none">• As per previous HRs - work on Housing policies x 3, i.e. local needs, design, and local sustainability continuing to progress• Final Site Assessments following Call for Sites completed (tbc)• WG to add any additional wording, evidence and explanations to the draft Plan in due course in line with APS feedback below <p>iii). Environment (Natural and Built)</p> <ul style="list-style-type: none">• As per previous HRs - work on development of policies continuing to progress• Character Assessment work continues notwithstanding volunteer resources are urgently required• WG to add any additional wording, evidence and explanations to the draft Plan in due course in line with APS feedback below <p>iv). Community, Sports and Leisure</p> <ul style="list-style-type: none">• Work on development of policies continuing to progress• Interim cover for WG lead being provided by CG• As per previous HRs - work on development of policies ongoing• WG to add any additional wording, evidence and explanations to the draft Plan in due course in line with APS feedback below <p>v). Avon Planning Services (APS) – feedback on Draft Plan</p> <ul style="list-style-type: none">• Approx. 30 hours of unspent prepaid work available• Recommendation that WG leads/PM review current draft of Plan before requesting APS audit by end of December 2019/early January 2020 to be progressed• APS to review and input into draft Plan in early 2020 prior to presentation of draft to RBC
Stages / Phases to be completed in the next reporting period:	<ul style="list-style-type: none">• CG meeting on 14th January 2020• SG meeting on 28th January 2020 – to include consideration of 'next steps' following PC decision to support development of LGS1• Further progress by WGs and APS re: drafting of Plan in preparation for presentation to RBC and Wolston PC at earliest opportunity following APS input (target date tbc)

HIGHLIGHT REPORT

December 2019



Project:	Wolston Neighbourhood Development Plan (NDP)		
Author:	Tim Willis	Date:	30 December 2019

	<ul style="list-style-type: none"> Final work on suite of LGS and Call for Sites Assessments and any additional sites following 9th November Consultation event (with support from APS tbc) Assessment of any outstanding LGS or sites submitted to Call for Sites to be completed Project Timetable to be updated <p>Progress against Project Timetable (as per September update):</p> <ul style="list-style-type: none"> Project Timetable to be further refined following: <ol style="list-style-type: none"> Impact of Outline Planning Application submitted for LGS1 site Analysis of results following 9th November Consultation event Completion of LGS/Call for Sites Assessments Progress of WGs in drafting the Plan Clarification from PC re: next steps for Allotments (LGS1) site, i.e. LGS Designation or housing development Policies and Explanations and research for Plan will continue to be progressed by WGs in conjunction with APS as appropriate
--	---

<p>Potential issues and suggestions for their resolution or prevention:</p>	<ol style="list-style-type: none"> Required outcomes of Wolston PC and NDP SG are not aligned, e.g. potential development of northern Allotments: Action: a). Maintain robust reporting and discussion at monthly PC meetings via public forum and as formal agenda item, b) 'stand alone' meetings between PC and SG (and/or CG) to be diarised if/when appropriate, c). PC to assume management of NDP SG and/or request change to SG membership, d). put NDP 'on hold' until alignment achieved, e). abort NDP. Programme slippage/stall due to external/internal factors such as volunteer resources shortage, additional consultation requirements, unsuccessful funding bids: Action: a). PM to alert SG and PC to any delays, b). PM to work with affected WG lead and record/progress mitigations via Action Plan, c). PM to report delays to PC via monthly meetings d). PC to put NDP 'on hold' until updated programme confirmed, e) abort NDP. Maintaining Working Group Resources/Membership: Action: a). WG leads to explore widening membership on an ongoing basis, b). WG leads to identify skills shortage within individual groups and seek to address gaps via recruitment drive, c). PM to assume support role(s) on a temporary basis as required, d). in the event sufficient resources are not in place, SG and/or PC to put NDP 'on hold' until additional resources confirmed, e) abort NDP. Finance, e.g. approval for spend of Grant funding not forthcoming: Action: a). SG and/or PC to confirm if/where funding is 'essential' or 'desirable'. b). SG and/or PC to seek alternative external funding streams, e.g. amended submission to Locality, Rugby Borough Council (RBC) for alternative grant funding, c). SG to submit further funding bid to PC. d). PC to put NDP 'on hold' until future funding confirmed, e) abort NDP.
---	--

HIGHLIGHT REPORT

December 2019



Project:	Wolston Neighbourhood Development Plan (NDP)		
Author:	Tim Willis	Date:	30 December 2019

	<p>5. Maintaining Steering Group Resources/Membership: Action: a). Chair of SG to re-allocate tasks as appropriate, b). PM to assume role(s) on a temporary basis as required, inc. Acting Chair, c). SG to identify skills shortage within the group and seek to address gaps via recruitment drive, d). in the event sufficient resources are not in place, SG and/or PC to put NDP 'on hold' until additional resources confirmed, e) abort NDP.</p> <p>6. Conflict of interests, e.g. NDP used to drive personal agenda: Action: a). Raise as formal agenda item at either planned or additional SG meeting, b). report outcome of meeting to PC, c).SG/PC to maintain watching brief, d). PC to assume management of NDP SG and/or request change to SG membership.</p>
Explanation of any difference between planned and actual events	PM has identified potential slippage of approx. 4 months in the Wolston Plan being 'made' due to additional LGS designation consultation exercise, Call for Sites, timing, e.g. Christmas break(s) and resignations of WG leads. Timetable will be further refined as new updates received, e.g. WGs progress on development of policies etc.
Outcome of any actions required from previous reporting period	Nothing to report
Requests for approval to change agreed resource, timetable or scope	Nothing to report
Note of any other document(s) with the report	<ul style="list-style-type: none"> • Analysis of results following 9th November Consultation event to follow • Pre-Submission Consultation Draft – December 2019 (Version tbc) to follow • Minutes of SG and CG reports to be distributed to PCllrs ahead of monthly PC meetings • Log of Correspondence • Draft PC minutes to be shared with NDP SG Chair and PM for information
	Highlight Reporting launched from January 2018, i.e. this is 'issue 24'

Key to Status:

GREEN	On track and any issues/exceptions can be handled by the Project Manager.
AMBER	Issues/exceptions that need resolution by either the Co-ordination and/or Steering Group
RED	Issues/exceptions that need escalation and resolution above either the Co-ordination and/or Steering Group, e.g. Parish Council, Borough Council etc.

HIGHLIGHT REPORT

December 2019



Project:	Wolston Neighbourhood Development Plan (NDP)		
Author:	Tim Willis	Date:	30 December 2019

